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Training

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16 AUG 1976

MEMORANDUM FOR: Associate Deputy Director for
Administration

FROM : Harry E. Fitzwater
Director of Training

VIA : Deputy Director for Administration *mm/20*

SUBJECT : Confirmation of Speaking Engagement

STATINTL

1. This is to confirm your talk to the Advanced Intelligence Seminar at the [REDACTED] on Thursday, 19 August 1976, from 0915 to 1045. It will be entitled "New Thoughts on Administration" and is designed to provide an overview of the DDA to the students. The exact content is at your discretion, of course, but I would like to suggest some topics that you may want to consider: What is going on in the Directorate? What kinds of projects are in progress? What recent organizational changes have taken place and what have been their impact on people and the Agency? What is the outlook for the future? What are the major management problems in the Directorate and what solutions are foreseen?

2. For your background information, I would like to say a few words about the Advanced Intelligence Seminar. Each Seminar has 25 students who represent most of the major elements of the Agency. The grade level ranges from GS-13 through GS-16; the average years of Agency experience is about 15; and the average age is in the mid-forties. They are a diverse group, including area analysts, field officers, scientific and technical specialists as well as administrative and support officers.

3. The normal format is for the speaker to talk for 50 to 60 minutes, followed by a short coffee break and a question-and-answer period. The Seminar is informal. All remarks are off the record, and to encourage direct and frank exchanges, the entire session is nonattributable.

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4. [REDACTED] The Seminar is held in the [REDACTED]
located [REDACTED] just down the hill from the main
administration building. If you have any questions or
comments, contact Mr. [REDACTED] the course cochairman,
on extension 3741.

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[REDACTED]
Harry E. Fitzwater

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